**First Warning Letter**

Dear Parent(s),

It is our joy to have your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, participate in the ***Learning Beyond the Bell*** after-school program.

Please remember the ***Learning Beyond the Bell*** policy states that your child must be picked up by 5:20 p.m. daily. I understand that sometimes you may be delayed with situations out of your control, causing you to arrive to the center late. If you are unable to arrive at the center by 5:20 p.m., please make arrangements to have an authorized individual (one of your emergency contacts) pick up your child at the program’s previously stated dismissal time.

This letter serves as the notice after your **first** late arrival. Two additional late arrivals will result in your child being dismissed from the program.

Your child was picked up late on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

date time

If you have any questions, please contact me at 972-350-3459.

Sincerely,

Anthony Figueroa

Supervisor

\* \* \* \* \*

I have read the above and understand that two additional late arrivals will result in my child being dismissed from the ***Learning Beyond the Bell*** program. My updated emergency contact telephone number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Authorized Signature Date***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student’s name***